



Title: Operations Director

Date: August 2022

Position Attainment

This position is selected by the President and approved by the Executive Committee.

Job Description

This position is responsible for the operational activities of the NGJA.

Essential Duties

This position is charged with the following duties:

- Plan, coordinate, and lead all education, training, and development efforts for the NGJA, including certification courses, online education modules, special judges training, etc.
- Utilize the Region Directors and the Operations & Education Directors in each Region to create education materials and to deliver such materials to the membership through certification courses (in person and online, as necessary).
- Provide the NGJA with a cohesive education, training, and development plan.

Experience/Education

- They must be at least nineteen (19) years of age.
- They must be an active NGJA member certified above the Compulsory level.
- They must be actively judging within the previous nominal year.
- They must be in good standing with the NGJA, their association, and the current gymnastics national governing body.

Skills

- Extremely organized and detail oriented.
- Able to work well with NGJA Executive Committee, Governing Board and judges at all levels.
- Provide responses to questions in a timely manner.
- Can effectively function in a rapidly changing environment.
- Ability to delegate appropriately for large projects and manage the results.